

Communication Skill- II

Objective: To introduce advance topics to self-assess various components of communication skills as well as to improve listening, reading, writing, and speaking and presentation skills through practice.

Sr. No	Topic	Ref.	No. of Lect.
1.	Communication with Media <ul style="list-style-type: none">• Written media of Communication: Letters, Notices, Minutes, Manual, Leaflet, Complaints & Suggestion, Job Application.• Visual Media of communication: slide presentation, Pictures & Photographs, Posters & Advertisement.• Non-Verbal Media of Communication	2/5	9
2.	Written Communication: Reports <ul style="list-style-type: none">• Types of Report, characteristics of Good Report , Essential Requisites of Good Report-Writing, Planning the Report, Outlining Issues for Analysis, Writing the Reports.	2/8	9
3	Group Communication <ul style="list-style-type: none">• Problem of Group Communication- Meeting - types of meeting, Advantages & Disadvantages of Meeting, - Preparation for Meeting – conduct of a Meeting – Responsibility of participants.	1/8	6
4	Interview <ul style="list-style-type: none">• Purpose, Types of interviews – promotion, appraisal, exit, telephone.• Employment or selection Interview : Candidate’s preparation, Question commonly asked in interview, role of interviewer, Interviewer’s preparation.	1/9	6

English Language Lab (15 Periods)

- 1. Listening Comprehension** (4)
Cassettes: “*Tiger’s Eye*” Series.(vol. 1 & 2) , “*Twist in the Tail*”
The Listening drill is to be given and question should be framed.
- 2. Reading Comprehension and Vocabulary** (5)
Reading with proper pronunciation and ideal reading is to be recorded.
- 3. Speaking:** (6)
CIEFL’ Spoken English exercises part one and two.
Drilling : Proper Pronunciation of word and sentences.

Core Books

1. Business Communication, By urmila Rai & S.M.Rai. Himalaya Pub.(Tenth Ed.)
2. Communication Skill for Effective Management By Dr.Anjali Ghanekar. Everest Pub. House.

Note : 1. Teacher should demonstrate various format of concerned contents.
2. For Report writing practice demonstrate IEEE paper Format.(http://www.ieee.org/portal/cms_docs/pubs/confpubcenter/pdfs/samplems.pdf ,
http://www.ieee.org/portal/cms_docs_iportals/iportals/publications/journmag/transactions/TRANS-JOUR.doc)